



Republic of the Philippines  
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE  
ALTERNATIVE MODE OF PROCUREMENT  
(SMALL VALUE PROCUREMENT – 53.9)**

1. Scope of Works (REF: \_\_\_\_\_ PR NO. S3-SIT24-002)

**“SUPPLY AND DELIVERY OF PMS MATERIALS FOR GENSETS UNIT 01, 02, 03, 06, 07, 08  
OF SITANGKAY DPP”**

**UNIT 01 and 07**

ITEM NO.	DESCRIPTION	QTY.	U/M	ABC (PHP)
1	ADHESIVE. CLEAR. 15M1/TUBE	5	TUBE	1,701.00
2	ANTI - SEIZE COMPOUND, 1 LB/CAN, BRUSH TYPE	1	CAN	1,157.15
3	CABLE TIE, 12 INCHES, 100 PIECES/PACK	2	PACK	793.80
4	CARBORANDUM STONE #108, HALF FINE/ HALF COARSE	1	PCS	318.22
5	CHEMICAL GLOVES, NITRILE. LARGE	4	PAIR	648.00
6	CHISEL, 4 INCHES	1	PC	564.00
7	CONTACT CLEANER, HI - DIELECTRIC STRENGTH.16 OZ./CAN	2	CAN	5,019.12
8	COOLANT RADIAOR	4	GAL	5,828.16
9	CRACK DETECTOR, 3 - PARTS, 16 OZ./ PART	1	SET	1,684.80
10	CROCUS CLOTH, GRIT 1000, 10" WIDTH	2	MTRS	1,272.86
11	CUP BRUSH 3" DIA	2	PCS	486.00
12	ELECTRICAL TAPE, BIG HEAVY DUTY	3	PCS	321.09
13	GASKET MAKER, HIGH TEMP.RTV, 80 GM/ TUBE	2	TUBE	1,822.50
14	GENERATOR CLEANER, 20 LTR/ PAIL, ISO PRODUCT CERTIFIED	1	PAIL	3,470.00
15	GREASE. HIGH TEMP. 1LTR/CAN	1	CAN	1,050.00
16	GRINDING COMPOUND, FINE & COARSE, 1OZ (28.4G) (1 PAIR)	2	PAIR	500.00
17	GRINDING STICK, BIG	4	PCS	457.08
18	HACKSAW BLADE, BI - METAL	4	PCS	514.92
19	HAND CLEANER, WATER - BASED, 20 LTR/PAIL	1	PAIL	5,883.00
20	INDUSTRIAL SOAP, 25KG/ SACK	1	SACK	4,643.00

21	INSULATING VARNISH AEROSOL, 16 OZ./ CAN	5	CAN	8,425.00
22	TREAD LOCKER (50 ML)	2	PCS	939.60
23	METAL MARKING PEN, BALL POINT, LUMINOUS COLOR	2	PCS	951.76
24	PAINT BRUSH NO. 2"	5	PCS	324.00
25	PAINT BRUSH NO. 3"	5	PCS	348.30
26	PENETRATING OIL, 16 OZ./CAN	3	CAN	2,599.23
27	RUBBER TAPE, SELF FUSING, 3/4" X 6 METERS BIG	3	ROLL	780.00
28	ADHEVISE ALL PURPOSE	1	BOTTLE	307.80
29	RUST CONVERTER	1	LITER	1,114.00
30	SAND PAPER NO.1,000, METAL	12	SHEET	444.00
31	SAND PAPER NO.120, METAL	15	SHEET	555.00
32	SAND PAPER NO.240, METAL	15	SHEET	555.00
33	SCRAPER	2	PCS	907.20
34	SCRUBBING PAD, W/FOAM, 2"X4	15	PCS	1,605.45
35	SEALANT, 85GRAM	2	TUBE	864.96
36	STEEL BRUSH, 8"	4	PCS	440.00
37	STEEL EPOXY, 85GRM/TUBE	3	TUBE	1,514.43
38	TISSUE PAPER, 3 PLIES	5	ROLL	180.80
39	WASTE RAG, CIRCULAR, 6" DIA.25 PCS/KL, NO INSERT	20	KG	3,000.00
40	WORKING GLOVES, DISPOSAL, COTTON TYPE	20	PAIR	500.00
<b>TOTAL AMOUNT</b>				<b>64,491.23</b>

**UNIT 02 and 06**

ITEM NO.	DESCRIPTION	QTY.	U/M	ABC (PHP)
1	ADHESIVE, CLEAR, 35GM/TUBE	5	TUBE	1,701.00
2	ANTI-SIEZE COMPOUND, 1LB /CAN BRUSH TYPE	1	CANS	1,157.15
3	CABLE TIE, 12" LONG ,100PCS/PACK	1	PACK	396.90
4	CONTACT CLEANER HI-DIELECTRIC STRENGTH 16 OZ	4	CAN	5,019.20
5	COOLANT RADIATOR	1	PAILS	5,828.12

6	BRONZE/CAP BRUSH	2	PCS	486.00
7	ELECTRICAL TAPE, BIG RUBBER	3	ROLLS	321.09
8	GASKET MAKER HIGH TEMP RTC, 80GM/TUBE	2	TUBE	1,822.50
9	GENERATOR CLEANER 20L/PAIL, ISO PRODUCT CERTIFIED	1	PAILS	2,470.00
10	GREASE HIGH TEMP 1 L/CAN	1	CAN	1,060.00
11	GRINDING COMPOUND FINE & COURSE 28.4GM /PAIR	2	PAIR	500.00
12	BLADE, HACKSAW	2	PC	257.46
13	HAND CLEANER WATER BASED 4L/GAL	2	GAL	1,200.00
14	INDUSTRIAL SOAP ,10KG/PACK	2	PACK	2,000.00
15	INSULATING VARNISH RED 4 L/GAL	3	GAL	5,055.00
16	TREAD LOCKER 50ML	2	PCS	939.60
17	MARKING PAINT PEN WHITE	1	PC	475.88
18	PAINT BRUSH 2"	4	PC	259.20
19	PAINT BRUSH 3"	4	PC	279.52
20	PENETRATING OIL ,16OZ /CAN	2	CAN	1,732.82
21	RUBBER TAPE, SELF-FUSING 3/4" X 6M, BIG	1	ROLL	260.02
22	ADHESIVE, ALL PURPOSE	1	BOT	307.80
23	SAND PAPER # 1000 FOR METAL USE	10	PC	370.00
24	SAND PAPER # 120 FOR METAL USE	10	PC	370.00
25	SAND PAPER # 240FOR METAL USE	10	PC	370.00
26	SCRAPER CESIEL 4" HEAD	3	PC	1,297.44
27	SAELANT, 85 GM /TUBE	3	TUBE	1,297.44
28	STEEL BRUSH ,8" LONG	4	PCS	219.20
29	STEEL EXPOXY 85 GM /TUBE/PAIR	3	PAIR	1,514.43
30	TISSUE TOILET PAPER 3 PLY	6	ROLL	216.96
31	WASTE RAG, CIRCULAR 4" DIA 25PCS/KG	12	KG	1,800.00
32	WORKING COTTON GLOVES, LARGE PAIR	14	PAIRS	350.00
<b>TOTAL AMOUNT</b>				<b>41,334.73</b>

**UNIT 03 and 08**

ITEM NO.	DESCRIPTION	QTY.	U/M	ABC (PHP)
1	ANTI - SEIZE COMPOUND, 1 LB/CAN, BRUSH TYPE	1	CAN	1,157.13
2	CABLE TIE, 12 INCHES, 100 PIECES/PACK	1	PACK	396.50
3	CONTACT CLEANER, HI - DIELECTRIC STRENGTH.16 OZ./CAN	3	CAN	7,528.68
4	CUP BRUSH, 3" DIA	2	PCS	486.00
5	ELECTRICAL TAPE, BIG HEAVY DUTY	4	ROLLS	428.12
6	GASKET MAKER, HIGH TEMP.RTV, 80 GM/TUBE	2	TUBE	1,822.50
7	GENERATOR CLEANER, 20 LTR/ PAIL, ISO PRODUCT CERTIFIED	1	PAIL	3,470.00
8	GRINDING COMPOUND, FINE & COARSE, 1OZ (28.4G) (1 PAIR)	2	PAIR	3,902.00
9	HAND CLEANER WATER BASED 4L/GAL	2	GAL	3,000.00
10	INDUSTRIAL SOAP, 5KG/PACK	2	PACK	2,000.00
11	INSULATING VARNISH RED AEROSOL, 16 OZ/CAN	4	CAN	6,740.00
12	THREAD LOCKER	2	PCS	939.60
13	METAL MARKING PEN, BALL POINT, LUMINOUS COLOR	1	PC	475.88
14	PAINT BRUSH 2"	4	PC	259.20
15	PAINT BRUSH 3"	4	PC	278.40
16	PENETRATING OIL ,16OZ /CAN	2	CAN	1,732.82
17	RUBBER TAPE, SELF-FUSING 3/4" X 6M, BIG	1	ROLL	260.00
18	ADHESIVE ALL PURPOSE	1	BOT	307.80
19	SAND PAPER # 1000 FOR METAL USE	15	SHEET	555.00
20	SAND PAPER # 120 FOR METAL USE	15	SHEET	555.00
21	SAND PAPER # 240FOR METAL USE	15	SHEET	555.00
22	SCRAPER	2	PC	906.00
23	SEALANT, 85 GM /TUBE	3	TUBE	1,297.44
24	STEEL EPOXY 85 GM /TUBE/PAIR	3	PAIR	915.00
25	STEEL PUTTY, 1LB	1	SET	2,650.00
26	TISSUE PAPER, 3 PLIES	6	ROLL	216.96
27	WASTE RAG, CIRCULAR 6" DIA 25PCS/KG,	15	KG	2,250.00

	NO INSERT			
28	WORKING GLOVES, DISPOSABLE, COTTON TYPE	15	PAIRS	375.00
TOTAL AMOUNT				<b>45,460.03</b>

**APPROVED BUDGET FOR THE CONTRACT: PHP 302,571.98**

**2. Delivery Period**

Delivery Period shall not be later than **30 days** upon receipt of the Purchase Order / Notice to Proceed.

**3. Delivery Point**

Items shall be delivered at **SPUG-MOD WAREHOUSE, ZAMBOANGA.**

**4. Bid Submission**

The Bidder shall submit their bids through their authorized representative or in the manner of submission as prescribed in the RFQ.

Each Bidder must submit two (2) copies of the first and second components of its Bid, marked Original and Photocopy. Only the original copy will be read and considered for the bid.

Any misplace documents outside of the Original copy will not be considered. The photocopy is **ONLY FOR REFERENCE.**

**5. Late Bids**

Any Bid submitted after the deadline for submission and receipt of Bids shall not be accepted by NPC.

**6. Bid Prices**

The bid price as indicated in the Quotation Form shall be fixed during the Bidder's performance of the Contract and not subject to variation or price escalation on any account. A Bid submitted with an adjustable price quotation shall be treated as non-responsive.

**7. Bid Price Validity**

Price Validity shall not be less than One Hundred Twenty (120) calendar days from date of bid submission.

**8. Eligibility Criteria**

- a. Bids shall be checked using the PASS / FAIL Criteria for Legal, Technical and Financial components.
- b. From the bids that were rated PASSED, the same shall be ranked and corrected for computational errors to identify the Lowest Calculated Bid (LCB).

**9. Detailed Evaluation and Comparison of Bids**

The LCB shall be subjected to detailed evaluation against the Technical Specifications including arithmetical computations. Documents which are deemed not to comply with the requirements of the tender shall be considered non-complying.

## 10. Post-qualification

Submitted documents of the LCB shall be subjected to post qualification evaluation.

- Latest Income Tax Return / Business Tax Return shall be submitted during post-qualification.

The bid that PASSED the Post-Qualification shall be declared as the Single /Lowest Calculated Responsive Bid (S/LCRB).

## 11. Total Contract Price

The Total Contract Price shall be inclusive of all taxes and other related expenses / charges.

## 12. Notice to Supplier

- a. The supplier shall pick-up the Purchase Order (PO)/ Notice to Proceed (NTP) from NPC within two (2) calendar days from receipt of the Notice of Award.
- b. Failure to secure the PO/NTP by the supplier within the said period will mean cancellation of the same and imposition of penalties as prescribed by law.

## 13. PO Effectivity

- a. The PO Shall take effect immediately upon receipt of the PO / NTP by the supplier sent through fax as evidenced by the fax transmission receipt and as confirmed by the supplier's representative.

## 14. Terms of Payment

Terms of Payment shall be thirty (30) calendar days after submission of complete supporting documents.

## 15. Warranty

Unless otherwise provided in the RFQ, the warranty period shall be a minimum of one (1) year from the date of final acceptance by the end-user.

## 16. Liquidated Damages

Where the supplier refuses or fails to satisfactorily complete the work within the specified contract time, plus any time of extension duly granted and is hereby in default under the contract , the supplier shall pay NPC for liquidated damages, and not by way of penalty, an amount equal to at least one tenth (1/10) of one percent(1%) of the cost of the undelivered/unperformed portion of the items/works for every day of delay but not to exceed ten percent (10%) of the total contract price. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it (Section 68 of the Revised IRR of RA 9184).

## 17. Liability of the Supplier

If after receipt of the Purchase Order, the supplier fails to deliver the goods, appropriate sanctions will be imposed as prescribed under Republic Act (RA) 9184 and its Revised

Implementing Rules and Regulations (IRR).

**18. Disclosure of Relations**

The bidder shall comply with the provisions of Section 47 of RA 9184 and its revised IRR re: disclosure of relations.

**19. Administrative Sanctions**

Bidder shall likewise be imposed the rules as stated in section 69 (Imposition of administrative penalties) should there be infractions committed.

**20. Reservation Clause**

NPC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

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**SUPPLIER'S BID QUOTATION  
 (NP-SMALL VALUE PROCUREMENT 53.9)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. **S3-SIT24-002**. I agree with the conditions of the TOR and offer the following supplies with specific description:

**UNIT 01 and 07**

<b>ITEM NO.</b>	<b>DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)</b>	<b>QTY</b>	<b>U/M</b>	<b>UNIT PRICE (PhP)</b>	<b>TOTAL PRICE (PhP)</b>
1	ADHESIVE. CLEAR. 15M1/TUBE	5	TUBE		
2	ANTI - SEIZE COMPOUND, 1 LB/CAN, BRUSH TYPE	1	CAN		
3	CABLE TIE, 12 INCHES, 100 PIECES/PACK	2	PACK		
4	CARBORANDUM STONE #108, HALF FINE/ HALF COARSE	1	PCS		
5	CHEMICAL GLOVES, NITRILE. LARGE	4	PAIR		
6	CHISEL, 4 INCHES	1	PC		
7	CONTACT CLEANER, HI - DIELECTRIC STRENGTH.16 OZ./CAN	2	CAN		
8	COOLANT RADIATOR	4	GAL		
9	CRACK DETECTOR, 3 - PARTS, 16 OZ./ PART	1	SET		
10	CROCUS CLOTH, GRIT 1000, 10" WIDTH	2	MTRS		
11	CUP BRUSH 3" DIA	2	PCS		
12	ELECTRICAL TAPE, BIG HEAVY DUTY	3	PCS		
13	GASKET MAKER, HIGH TEMP.RTV, 80 GM/ TUBE	2	TUBE		
14	GENERATOR CLEANER, 20 LTR/ PAIL, ISO PRODUCT CERTIFIED	1	PAIL		
15	GREASE. HIGH TEMP. 1LTR/CAN	1	CAN		
16	GRINDING COMPOUND, FINE & COARSE, 1OZ (28.4G) (1 PAIR)	2	PAIR		
17	GRINDING STICK, BIG	4	PCS		
18	HACKSAW BLADE, BI - METAL	4	PCS		
19	HAND CLEANER, WATER - BASED, 20 LTR/PAIL	1	PAIL		
20	INDUSTRIAL SOAP, 25KG/ SACK	1	SACK		



21	INSULATING VARNISH AEROSOL, 16 OZ./ CAN	5	CAN		
22	TREAD LOCKER (50 ML)	2	PCS		
23	METAL MARKING PEN, BALL POINT, LUMINOUS COLOR	2	PCS		
24	PAINT BRUSH NO. 2"	5	PCS		
25	PAINT BRUSH NO. 3"	5	PCS		
26	PENETRATING OIL, 16 OZ./CAN	3	CAN		
27	RUBBER TAPE, SELF FUSING, 3/4" X 6 METERS BIG	3	ROLL		
28	ADHEVISE ALL PURPOSE	1	BOTTLE		
29	RUST CONVERTER	1	LITER		
30	SAND PAPER NO.1,000, METAL	12	SHEET		
31	SAND PAPER NO.120, METAL	15	SHEET		
32	SAND PAPER NO.240, METAL	15	SHEET		
33	SCRAPER	2	PCS		
34	SCRUBBING PAD, W/FOAM, 2"X4	15	PCS		
35	SEALANT, 85GRAM	2	TUBE		
36	STEEL BRUSH, 8"	4	PCS		
37	STEEL EPOXY, 85GRM/TUBE	3	TUBE		
38	TISSUE PAPER, 3 PLIES	5	ROLL		
39	WASTE RAG, CIRCULAR, 6" DIA.25 PCS/KL, NO INSERT	20	KG		
40	WORKING GLOVES, DISPOSAL, COTTON TYPE	20	PAIR		
TOTAL BID PRICE					

**UNIT 02 and 06**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	U/M	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	ADHESIVE, CLEAR, 35GM/TUBE	5	TUBE		
2	ANTI-SIEZE COMPOUND,1LB /CAN BRUSH TYPE	1	CANS		
3	CABLE TIE, 12" LONG ,100PCS/PACK	1	PACK		
4	CONTACT CLEANER HI- DIELECTRIC STRENGTH 16 OZ	4	CAN		

5	COOLANT RADIATOR	1	PAILS		
6	BRONZE/CAP BRUSH	2	PCS		
7	ELECTRICAL TAPE, BIG RUBBER	3	ROLLS		
8	GASKET MAKER HIGH TEMP RTC, 80GM/TUBE	2	TUBE		
9	GENERATOR CLEANER 20L/PAIL, ISO PRODUCT CERTIFIED	1	PAILS		
10	GREASE HIGH TEMP 1 L/CAN	1	CAN		
11	GRINDING COMPOUND FINE & COURSE 28.4GM /PAIR	2	PAIR		
12	BLADE, HACKSAW	2	PC		
13	HAND CLEANER WATER BASED 4L/GAL	2	GAL		
14	INDUSTRIAL SOAP ,10KG/PACK	2	PACK		
15	INSULATING VARNISH RED 4 L/GAL	3	GAL		
16	TREAD LOCKER 50ML	2	PCS		
17	MARKING PAINT PEN WHITE	1	PC		
18	PAINT BRUSH 2"	4	PC		
19	PAINT BRUSH 3"	4	PC		
20	PENETRATING OIL ,16OZ /CAN	2	CAN		
21	RUBBER TAPE, SELF-FUSING 3/4" X 6M, BIG	1	ROLL		
22	ADHESIVE, ALL PURPOSE	1	BOT		
23	SAND PAPER # 1000 FOR METAL USE	10	PC		
24	SAND PAPER # 120 FOR METAL USE	10	PC		
25	SAND PAPER # 240FOR METAL USE	10	PC		
26	SCRAPER CESIEL 4" HEAD	3	PC		
27	SAELANT, 85 GM /TUBE	3	TUBE		
28	STEEL BRUSH ,8" LONG	4	PCS		
29	STEEL EXPOXY 85 GM /TUBE/PAIR	3	PAIR		
30	TISSUE TOILET PAPER 3 PLY	6	ROLL		
31	WASTE RAG, CIRCULAR 4" DIA 25PCS/KG	12	KG		
32	WORKING COTTON GLOVES, LARGE PAIR	14	PAIRS		

TOTAL BID PRICE	
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**UNIT 03 and 08**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	U/M	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	ANTI - SEIZE COMPOUND, 1 LB/CAN, BRUSH TYPE	1	CAN		
2	CABLE TIE, 12 INCHES, 100 PIECES/PACK	1	PACK		
3	CONTACT CLEANER, HI - DIELECTRIC STRENGTH.16 OZ./CAN	3	CAN		
4	CUP BRUSH, 3" DIA	2	PCS		
5	ELECTRICAL TAPE, BIG HEAVY DUTY	4	ROLLS		
6	GASKET MAKER, HIGH TEMP.RTV, 80 GM/ TUBE	2	TUBE		
7	GENERATOR CLEANER, 20 LTR/ PAIL, ISO PRODUCT CERTIFIED	1	PAIL		
8	GRINDING COMPOUND, FINE & COARSE, 1OZ (28.4G) (1 PAIR)	2	PAIR		
9	HAND CLEANER WATER BASED 4L/GAL	2	GAL		
10	INDUSTRIAL SOAP, 5KG/PACK	2	PACK		
11	INSULATING VARNISH RED AEROSOL, 16 OZ/CAN	4	CAN		
12	THREAD LOCKER	2	PCS		
13	METAL MARKING PEN, BALL POINT, LUMINOUS COLOR	1	PC		
14	PAINT BRUSH 2"	4	PC		
15	PAINT BRUSH 3"	4	PC		
16	PENETRATING OIL ,16OZ /CAN	2	CAN		
17	RUBBER TAPE, SELF-FUSING 3/4" X 6M, BIG	1	ROLL		
18	ADHESIVE ALL PURPOSE	1	BOT		
19	SAND PAPER # 1000 FOR METAL USE	15	SHEET		
20	SAND PAPER # 120 FOR METAL USE	15	SHEET		
21	SAND PAPER # 240FOR METAL USE	15	SHEET		
22	SCRAPER	2	PC		
23	SEALANT, 85 GM /TUBE	3	TUBE		

24	STEEL EPOXY 85 GM /TUBE/PAIR	3	PAIR		
25	STEEL PUTTY, 1LB	1	SET		
26	TISSUE PAPER, 3 PLIES	6	ROLL		
27	WASTE RAG, CIRCULAR 6" DIA 25PCS/KG, NO INSERT	15	KG		
28	WORKING GLOVES, DISPOSABLE, COTTON TYPE	15	PAIRS		
TOTAL BID PRICE					

**GRAND TOTAL BID PRICE:** \_\_\_\_\_

\_\_\_\_\_  
 Name and Signature of Authorized Representative  
 Date \_\_\_\_\_

Company Name \_\_\_\_\_

Contact Details \_\_\_\_\_

e-mail address \_\_\_\_\_

*Note: The bidder may use this form or its own company letter head following this format duly signed by the authorized representative when making the offer.*